

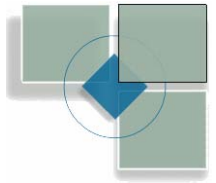


## DeKalb County Planning & Development Department

Yhuqr q#M# qhv#  
Fklhi#H{ hf xlvyh#Riilf hu#

#

Schwlf n#Hrtnh:  
Gluhf w u



### Common Questions Asked from Customers for Structural Plans Reviewer

These are some frequent questions from customer. What do I need to do to get a certificate of occupancy?

Answer: Submit a plan drawn to scale for review; walk-in review is between 9: am to 1:00pm, Monday through Friday.

Question to ask the customer's before waiting for walk-in review. What is the square footage of your plan or occupancy classification of the space you are leasing?

Answer: Over 3000sq. feet.

Plans over 3000 square feet, Personnel Care Home, School, Church and Daycare facilities cannot be reviewed by walk-in.

How much does the permit cost?

Answer: Building permits fees for additions, alterations, general repairs; demolition and interior tenant finish is based on \$5.00 per thousand of construction cost. On new construction and additions, the fees are calculated using the ICC Building Valuation Data and add \$25.00 for Certification of Occupancy fees. Permit fee will be required at the time of application intake.

Building valuation data can be downloaded from the website:  
<http://www.co.dekalb.ga.us>

If my plan is approved, can I have my C.O. issued the same day?

Answer: No, if your plan is reviewed and approved, permit card will be issued and copy of the approved plan will be given to you. You can also check status of your permit on the site.

<http://www.edynamicportal.com/DP1/Metroplex/DekalbCounty/permit/WIZAPWELCOME.asp>

When does a building permit expire?

Answer: Permits expire six (6) months after an issue dates if no work has commenced. Permits also expire when work has started but discontinued for six (6) months.

If permit card is issued what is the next step?

Answer: You have to call for fire and building inspections when you're ready. The telephone number for inspection is written on the permit paper, if you do not call, inspector would not automatically come to your site. Please review all your permit papers.

After inspection, what is the next step?

Answer: When all inspections are done, permit card signed, you will bring the permit card to the permit counter where certificate of occupancy is issued.

Are licenses required for contractor permit?

Answer: General contractors must be licensed in the State of Georgia to do construction work plus a business license in the State is required. In addition, a State license is required for all trade (electrical, plumbing and mechanical) contractors.

What do I need to change my building contractor?

Answer: In reference to Dekalb County Ordinance Section 7-30, "Permits". Contractor changes, reissuing of permit". No permit shall be reissued on any work or job site for which a permit already exists except after notification in writing from the owner of the change in contractor and that the new contractor is authorized by the owner to re-permit the work. Re-issuance of a permit shall make the new contractor responsible for the complete job or system and all work or code deficiencies, if any, as built, erected or stalled by the previous or former contractor."

The contractor who re-permits the work or job shall pay a re-permit fee of fifty dollars (\$50.00).

What type of information is required for demolition permit?



## DeKalb County Planning & Development Department

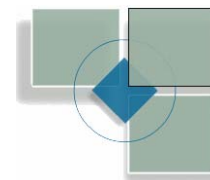
Yhuqr q#M# qhv#

Fklhi#H{ hf xlvyh#Riilf hu#

#

Schwlf n#Hrtnh:

Gluhf w u



- 1.#Answer: All demolition permit applications commercial/residential are to include a site plan showing the building footprint to be demolished and provide erosion control method around the building.
- 2.#Environmental statement on asbestos abasement removal before demolition.

Exception: Site plan is not required for interior demolition

How do I obtain my business license after certificate of occupancy is issued?

Answer: Take the certificate of occupancy to the business license counter across the waiting area.